

Non-Construction Projects: ARC Application Submission Format & Guideline Checklist

Project applications should be submitted to the state ARC office. Applications should be arranged in the following section sequence and should include the following information.

Checklist

	<p>SECTION 1 APPLICATION FORMS</p> <ol style="list-style-type: none"> 1) Federal Standard Form 424 (SF 424) 2) Federal Standard Form 424A: Budget Information 3) Federal Standard Form 424B: Non-Construction Assurances 4) ARC Form 3 (Non-Construction Application) 5) ARC Memorandum of Understanding
	<p>SECTION 2 PROJECT PROPOSAL SUMMARY <i>(suggested length 1 to 2 pages)</i></p>
	<p>SECTION 3 PROJECT NARRATIVE <i>(suggested length 5 to 10 pages)</i></p> <ol style="list-style-type: none"> 1) Goals & Objectives - Relate the project to one or more of the ARC Strategic Plan goals and to one or more of the strategies in your State's Annual Strategy Statement. 2) Purpose & Rationale for the Project - Describe the principle purpose and rationale (need) for the project and the problem or issues the project will address. 3) Project Description - Provide a detailed description of the major project activities, including what will be done, who will complete each activity, and a projected timeline for project completion. 4) Relation to Other Local/Regional Activities - Describe how the project meets the priorities of local or regional community or economic development plans. Describe efforts to coordinate the project with other area economic development activities. 5) Geographic Area - Identify and describe the geographic area to be served. 6) Benefits and Performance Measures - State the expected benefits to be derived from the project in quantitative and qualitative terms. State the outputs and outcomes in accordance with ARC Performance Measurement Guidelines. 7) Funding Need - Detail the need for ARC funding and identify each different funding source for the project. Attach letters of commitment for all additional funding sources.
	<p>SECTION 4 SUPPORTING MATERIALS <i>(Include with project if applicable)</i></p> <ol style="list-style-type: none"> 1) A detailed budget and budget narrative explaining each proposed project expenditure. The detailed budget should include both ARC funds and matching funds. 2) Position descriptions and/or resumes of key individuals that will manage / coordinate this project. If consultants are to be employed, describe the selection process to be used & the proposed qualifications. 3) Letters of commitment from all matching fund sources. 4) Letters of support from local businesses, community organizations, etc. 5) Other pertinent supporting materials that will lead to a better understanding of the proposed project.. <p><i>It is important to arrange the project application in the <u>section order</u> shown above to ensure timely and careful review of the application by the state ARC office and the ARC Commission office in Washington, D.C.</i></p>